

SOLICITATION AND OFFER				1. [BLANK]								Page 1 of 27			
2. CONTRACT NUMBER				3. SOLICITATION NUMBER <div style="text-align: center;">OPR08000081</div>				4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)				5. DATE ISSUED <div style="text-align: center;">01/31/2009</div>		6. REQUISITION/PURCHASE NUMBER	
7. ISSUED BY CAO Procurement Management 327 Ford Bldg. Washington,DC 20515 TEL: (202) 225-2921 ext. FAX: (202) 226-2214 ext.				CODE		CPM		8. ADDRESS OFFER TO (If other than item 7)							
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".															
SOLICITATION															
9. Sealed offers in original and <u>1</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>(No Handcarried accepted)</u> until <u>2:00 PM</u> local time <u>03/02/2009</u> (Hour) (Date)															
CAUTION - LATE submissions, Modifications, and Withdrawals: See Section L. All offers are subject to all terms and conditions contained in this solicitation.															
10. FOR INFORMATION CALL:				A. NAME Christine Stewart				B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 202 226-2757		C. E-MAIL ADDRESS					
11. TABLE OF CONTENTS															
(X)	SEC.	DESCRIPTION			PAGE(S)	(X)	SEC.	DESCRIPTION			PAGE(S)				
PART I - THE SCHEDULE						PART II - CONTRACT CLAUSES									
X	A	SOLICITATION/CONTRACT FORM			1	X	I	CONTRACT CLAUSES			19				
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS			4	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.									
X	C	DESCRIPTION/SPECS./WORK STATEMENT			5	X	J	LIST OF ATTACHMENTS			22				
X	D	PACKAGING AND MARKING			7	PART IV - REPRESENTATIONS AND INSTRUCTIONS									
	E	INSPECTION AND ACCEPTANCE				X	K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS			23				
X	F	DELIVERIES OR PERFORMANCE			8	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS			24				
X	G	CONTRACT ADMINISTRATION DATA			11	X	M	EVALUATION FACTORS FOR AWARD			26				
X	H	SPECIAL CONTRACT REQUIREMENTS			15										
OFFER (Must be fully completed by offeror)															
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.															
13. DISCOUNT FOR PROMPT PAYMENT (See Section I)					10 CALENDAR DAYS (%)		20 CALENDAR DAYS (%)		30 CALENDAR DAYS (%)		CALENDAR DAYS (%)				
14. ACKNOWLEDGMENT OF AMENDMENTS (the offeror acknowledges receipt of amend - ments to the SOLICITATION for offerors and related documents numbered and dated):					AMENDMENT NO.		DATE		AMENDMENT NO.		DATE				
15A. NAME AND ADDRESS OF OFFEROR		CODE		FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)									
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.			<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.			17. SIGNATURE			18. OFFER DATE						
AWARD (To be completed by Government)															
19. ACCEPTED AS TO ITEMS NUMBERED					20. AMOUNT					21. ACCOUNTING AND APPROPRIATION					
22. [BLANK] <input type="checkbox"/> [BLANK] <input type="checkbox"/> [BLANK]										23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)					
24. ADMINISTERED BY (If other than Item 7)					CODE					25. PAYMENT WILL BE MADE BY					
26. NAME OF CONTRACTING OFFICER (Type or print)					27. U.S. HOUSE OF REPRESENTATIVES (Signature of Contracting Officer)					28. AWARD DATE					
IMPORTANT - Award will be made on this Form or by other authorized official written notice.															

Line Item Summary	Document Number OPR08000081	Title Salon and Barber Services	Page 2 of 27
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Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
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0001	Grooming Services		0.00	ea	\$ _____	\$ _____
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Period of Performance will be entered at time of contract award. Base period is three years with four two-year options, for a total of 11 years.

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 3 of 27
---------------------	------------------------------------	--	--------------

TABLE OF CONTENTS

SECTION B -- Supplies or Services and Prices	4
B.1 Schedule of Fees	4
SECTION C -- Descriptions and Specifications	5
C.1 Statement of Objectives	5
SECTION D -- Packaging and Marking	7
D.1 Payment of Postage and Fees	7
SECTION F -- Deliveries or Performance	8
F.1 Period of Performance	8
F.2 Option to Extend the Term of the Contract	8
F.3 Notice to the House of Delays	8
F.4 Suspension and Debarment	8
F.5 Liquidated Damages	9
F.6 Payment for Non-Performance	10
SECTION G -- Contract Administration Data	11
G.1 Contract Administration Plan (CAP)	11
G.2 Authorized House Representatives	11
G.3 Authorized Contractor Representative	12
G.4 Key Personnel	12
G.5 Post Award Conference	13
G.6 Contract Status and Review Meeting	13
G.7 Progressive Steps to Ensure Satisfactory Contract Performance	13
G.8 Performance Measurements	13
G.9 Modifications	13
G.10 Release of Claims	14
SECTION H -- Special Contract Requirements	15
H.1 Insurance	15
H.2 Identification Badges	15
H.3 Prospective Employee Background Check	15
H.4 Benefits to Members of Congress	15
H.5 News Releases	16
H.6 Special Contract Requirements	16
SECTION I -- Contract Clauses	19
I.1 Termination	19
I.2 Disputes	19
I.3 Authorized Changes Only by the Contracting Officer	20
I.4 House Rules	20
I.5 Observance of Laws	20
I.6 Order of Precedence	20
I.7 Release of Claims	20
I.8 Buy American	20
I.9 Buy American Act Certification	21
SECTION J -- List of Documents, Exhibits and Other Attachments	22
J.1 List of Documents, Exhibits and Other Attachments	22
SECTION K -- Representations, Certifications and Other Statements of Offerors	23
K.1 General Requirements	23
K.2 Company Background	23
K.3 Period for Acceptance of Proposal	23
SECTION L -- Instructions, Conditions and Notices to Bidders	24
L.1 Content of Proposals	24
L.2 Submissions	24
L.3 Late Submissions and Revision of Proposals	24
SECTION M -- Evaluation Factors for Award	26
M.1 Evaluation Factors for Award	26
M.2 Contract Award	26

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 4 of 27
---------------------	------------------------------------	--	--------------

SECTION B -- SUPPLIES OR SERVICES AND PRICES

B.1 SCHEDULE OF FEES

The Contractor should propose a flat monthly fee in lieu of rent. Depending on the proposed level of renovation, the House may choose to waive the monthly fee for up to two years. See Section J, Attachment J.1 for Schedule of Monthly Fee to complete.

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 5 of 27
---------------------	------------------------------------	--	--------------

SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 STATEMENT OF OBJECTIVES

.1 Purpose

The Office of the Chief Administrative Officer (CAO) of the U.S. House of Representatives (House) is seeking a contractor to professionally manage and operate the grooming facilities consisting of an on-site Hair Salon and Barber Shop. The offeror shall use the Performance Objectives, together with other applicable portions of the RFP as a basis for preparing a proposed statement of work.

.2 Performance Objectives

(1) Services

The House desires a Contractor who will offer the core services typically found in Barber Shops and Salons. The Contractor can propose additional services beyond core services.

(2) Hours

The House desires a Contractor to propose hours of operation that accommodate the hours of a busy, professional life style. The House Floor proceedings often continue into the early and late evening. The legislative calendar for 2007-2008 (Attachment J.2) provides a view of the flow of House activity. The Contractor may propose core hours for walk-in and appointments, and propose appointment-only hours outside of the core hours if desired.

(3) Personnel

The House desires a Contractor who will employ in the salon only persons who are certified for the work they are doing. The Contractor should outline the level of certification and its staff training plan.

(4) Facilities & Equipment

The House desires a Contractor who will utilize the space given (See Attachment J.3). The Contractor may propose changes/upgrades to the facilities, from cosmetic to a full renovation of the space and equipment.

(5) Marketing & Sales

The House desires a Contractor who aggressively markets its products and services to Members and staff.

(6) Responsiveness to the Customer

The House desires a Contractor who positively responds to change. The House periodically surveys Members and staff for their opinions on various services and appropriate changes are made to accommodate the needs of the community.

(7) Responsiveness to the House

The House desires a Contractor who responds promptly to inquiries by House contracting officials and keeps House contracting officials informed of issues that may impact performance.

(8) Quality Controls

The House desires a Contractor who has a quality assurance plan in place that covers all aspects of Barber and Salon operations.

(9) Sanitation

The House desires a Contractor who maintains a clean and neat facility throughout the business day.

.3 Background

The CAO is one of three officers of the House, along with the Office of the Clerk and the Sergeant at Arms. The Officers, together with the Architect of the Capitol provide a foundation of services to facilitate the work activities of the House, its Members, and staff.

The CAO primarily provides non-legislative support services to the House community, approximately 7,000 people, located in the U.S. Capitol and four House office buildings (Cannon, Longworth, Rayburn, and Ford). As such, the CAO provides several convenience services on campus for Members and staff with varying, often long workdays, who are not able to utilize such services in their neighborhoods. The Hair Salon and Barber Shop have been on-campus institutions for decades. Until 1995, the facilities had been directly operated and managed by the House. At that time, it was determined that a privately run facility could offer Members and staff a wider range of services that would be periodically infused with new ideas and fresh directions.

.4 Demographics

The House community is comprised of Members, House Officers, and House staff. The split between men and women is about 50/50. It is estimated that about 54% of House staff are less than 35 years old. In addition to the House community, there are many daily House visitors and tourists in the office buildings.

.5 Description of Facilities and Equipment

(1) Hair Salon - Cannon House Office Building, Room Number 139

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 6 of 27
---------------------	------------------------------------	--	--------------

This room is approximately 1,915 square feet. This facility currently includes a reception area, restroom, chemical mixing room, manager's office, and service areas for hairstyling, shampooing, manicures, pedicures, waxing, and a storage closet. There is room for retail product displays. There is an employee lounge located across from the back entrance. The lounge also houses the washers and dryers for the unit.

(2) Barber Shop - Rayburn House Office Building, Room Number B-323

This room is approximately 780 square feet. Approximately 30 square feet of this area is allocated to the Shoe Shine contractor and the Shoe Shine contract is not a part of this contract. This facility currently includes a seating area, barber stalls, a small employee lounge area, and a storage closet. There is limited space for retail products.

(3) Equipment

The House will make available for the Contractor's use, on an "as-is" basis, the items listed in Attachment J.5.

(a) Loose Equipment

Contractor will provide and own, at Contractor cost and expense, all loose equipment including, but not necessarily limited to, grooming implements (scissors, shavers, combs, brushes, etc.), point-of-sale/cash registers, computers and computer related hardware and software, grooming equipment, office furniture/furnishings, carts and fax machines. The House will have the right to review and approve of any loose equipment stored in House facilities.

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 7 of 27
---------------------	------------------------------------	--	--------------

SECTION D -- PACKAGING AND MARKING

D.1 HC.4.002 PAYMENT OF POSTAGE AND FEES

MAY 2001

All postage and fees related to submitting information, including forms, reports, etc., to the House of Representatives shall be paid by the contractor.

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 8 of 27
---------------------	------------------------------------	--	--------------

SECTION F -- DELIVERIES OR PERFORMANCE

F.1 HC.6.001 PERIOD OF PERFORMANCE MAY 2001

Contract period of performance shall extend from date of award through 36 months. The anticipated award date is May 1, 2009.

F.2 HC.6.003 OPTION TO EXTEND THE TERM OF THE CONTRACT MAY 2001

a. The House may extend the term of this contract up to four (4) times for a period of 24 months each. Preliminary written notice to the contractor of the House's intention to exercise these options will be at least 30 days before the contract expires. The preliminary notice does not commit the House to an extension.

b. The total duration of this contract, including the exercise of any options under this clause shall not exceed 11 years.

F.3 HC.6.005 NOTICE TO THE HOUSE OF DELAYS MAY 2001

In the event the contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract, or whenever the contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the contractor shall immediately notify the customer and the COR by telephone and follow-up in writing to the COR, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by the House of any delivery schedule or date, or any rights or remedies provided under this contract.

F.4 HC.6.007 SUSPENSION AND DEBARMENT MAY 2001

a. Suspension of a contractor temporarily disqualifies that contractor from contracting with the House as a prime and/or House-approved subcontractor, in full or in part. The contracting officer initiates suspensions.

(1) When the contractor and any specifically named affiliates are suspended, the contracting officer shall advise the firm immediately by certified mail, return receipt requested:

(a) That the firm has been suspended and that the suspension is based on an indictment or other adequate evidence that the contractor has committed irregularities (i) of a serious nature in business dealings with the House or (ii) seriously reflecting on the propriety of further House dealings with the contractor. Any such irregularities shall be described in terms sufficient to place the contractor on notice without disclosing the House's evidence;

(b) That the suspension is for a temporary period pending the completion of an investigation and such legal proceedings as may ensue;

(c) Of the cause(s) relied upon for imposing suspension;

(d) Of the extent and effect of the suspension; and

(e) That, within 30 days after receipt of the notice of suspension, the contractor or its representative may submit, in writing or in person, information and argument in opposition to the suspension, including any additional specific information that raises a genuine dispute over the material facts.

(2) Suspension shall be for a temporary period pending the completion of investigation and any ensuing legal proceedings, unless sooner terminated by the suspending official or as provided in this subsection.

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 9 of 27
---------------------	------------------------------------	--	--------------

(3) If the investigation is not concluded or legal proceedings are not initiated within 12 months after the date of the suspension notice, the suspension shall be terminated.

b. Debarment refers to action by the CAO to exclude a contractor from future House awards and House-approved subcontracting, in full or in part, for a reasonable, specified period.

(1) Upon conclusion of the investigation resulting from a suspension, if the contracting officer should determine that debarment is in order, he or she shall prepare a report on the investigation along with such recommendations regarding debarment, for submission to the CAO.

(2) A notice of proposed debarment shall be issued by the contracting officer advising the contractor and any specifically named affiliates, by certified mail, return receipt requested:

(a) That debarment is being considered;

(b) Of the reasons for the proposed debarment in terms sufficient to put the contractor on notice of the conduct or transaction(s) upon which it is based;

(c) Of the cause(s) relied upon for proposing debarment;

(d) Within 30 days after receipt of the notice, the contractor or its representative may submit to the CAO, in writing through the contracting officer or in person, information and argument in opposition to the proposed debarment, including any additional specific information that raises a genuine dispute over the material facts;

(e) Of the effect of the issuance of the notice of proposed debarment; and

(f) Of the potential effect of an actual debarment.

c. In the event that the CAO makes a determination to impose debarment, the contracting officer shall give the contractor and any affiliates involved prompt notice by certified mail, return receipt requested:

(1) Referring to the notice of proposed debarment;

(2) Specifying the reasons for debarment;

(3) Stating the period of debarment, including effective dates; and

(4) Advising that the debarment is effective throughout the House, unless the CAO determines that limited business dealings between the House and the contractor are justified.

d. The decision of the CAO on the merits of a debarment shall be final. A decision may be appealed by the contractor, in writing, within 10 days of receipt of notification of the decision, to the Committee on House Administration, only in the event that the CAO failed to follow the procedures established herein.

F.5 HC.6.008 LIQUIDATED DAMAGES

MAY 2001

If the contractor fails to perform the services specified in this contract, or any extension, the House may terminate this contract under the Termination clause of the contract. The contractor shall be liable for fixed, agreed and liquidated damages as provided in Section F "Payment for Non-performance", accruing until the time the House may reasonably obtain delivery or performance of similar services.

The contractor shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without fault or negligence of the contractor.

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 10 of 27
---------------------	------------------------------------	--	---------------

F.6 HC.6.009 PAYMENT FOR NON-PERFORMANCE

SEPTEMBER 2001

In the event that the Contractor fails to perform as stipulated in the statement of work, and such failure is not for a reason beyond the control of the Contractor, the House may charge 1% of the total contract cost per day and may obtain performance from another source and charge and collect all costs plus a 15% administrative fee from the Contractor.

If the Contractor shows a pattern of failing to open within 15 minutes or more later than the agreed upon starting hour or closings prior to the agreed upon ending hour, and such failure is not for a reason beyond the control of the Contractor, the Contractor may be assessed a penalty at the rate proposed by the Contractor for each occurrence. See section H.20.

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 11 of 27
---------------------	------------------------------------	--	---------------

SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 HC.7.023 CONTRACT ADMINISTRATION PLAN (CAP)

FEBRUARY 2005

a. Section G contains the content required in a Contract Administration Plan (CAP). This CAP outlines the framework for monitoring performance and administering this contract, with the specific responsibilities of Authorized House Representatives listed below. Contract performance will be gauged against effectively meeting the requirements of the statement of work, monitoring customer satisfaction (e.g., vendor performance evaluations), and the performance measures contained in the Quality Assurance or Performance-Based Surveillance Plan, if applicable.

b. It shall be the responsibility of the Contracting Officer's (CO's) authorized representative to periodically review this CAP for purposes of updating and/or recommending any necessary revisions. If a change to the CAP is required, the CO will execute the appropriate bilateral or unilateral modification.

G.2 HC.7.007 AUTHORIZED HOUSE REPRESENTATIVES

FEBRUARY 2005

a. Contracting Officer (CO):

Room 327 Ford House Office Building
U.S. House of Representatives
Washington, DC 20515
Telephone: (202) 225-2921
Fax: (202) 226-2214

1. Except as specified in paragraph (3) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change (in scope, terms, conditions, requirements, pricing, and/or delivery schedules) under this contract.

2. The contractor shall not comply with any order, direction or request of House Personnel which would constitute a change under this contract, unless issued in writing and signed by the CO, or made pursuant to specific authority otherwise included in this contract.

3. The CO is the only person authorized to approve changes under this contract and, notwithstanding provisions contained elsewhere in the contract, said authority remains solely with the CO. In the event the contractor effects any change at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof. The CO may delegate certain responsibilities to authorized representatives.

b. Contracting Officer's Representative (COR):

AS DESIGNATED BY THE CO

1. The COR, appointed by the contracting officer, is designated to assist in the discharge of the contracting officer's responsibilities. The responsibilities of the COR include, but are not limited to: determining the adequacy of performance and/or the timeliness of delivery by the Contractor in accordance with the terms and conditions of this contract; acting as the contracting officer in charge of work at the site; ensuring compliance with the contract requirements insofar as the work is concerned; advising the contracting officer and contract administrator of any factors which may cause delays in delivery and/or performance of the work; and conducting or witnessing the conduct of any inspections and/or tests that may be required by the contract. The COR does not have the authority to make any changes to the terms, conditions, requirements, pricing, and/or delivery schedules of the contract or direct the contractor to perform services outside of the scope of the contract.

2. Additional responsibilities of the COR are as follows:

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 12 of 27
---------------------	------------------------------------	--	---------------

- Monitor and evaluate contract performance, including preparing Vendor Performance Evaluations.
- Review, approve, and process contractor invoices.
- Submit periodic report(s) to the Contract Administrator (CA).
- Provide the CA with notification of intent to exercise options or renewals 90 days prior to expiration date.

c. Contract Administrator:

AS DESIGNATED BY THE CO
 CAO Procurement Management
 327 Ford House Office Building
 Washington, D.C. 20515
 202-225-2921

The contract administrator prepares all modifications to the contract, maintains the official contract file with all reports and other contractual documentation, and responds to contractual inquiries or concerns from the COR or contractor on behalf of the CO.

G.3 HC.7.008 AUTHORIZED CONTRACTOR REPRESENTATIVE FEBRUARY 2005

a. The contractor shall identify the authorized contractor representative (ACR), and provide the information listed below:

Name:

Title:

Address:

Phone:

Fax:

E-mail:

b. The ACR shall provide periodic status reports to the COR. All status reports, schedules, and invoices must be approved by the COR in accordance with the terms and conditions of the contract.

c. The ACR shall furnish notice of any delay or potential situation that may cause delay in their capability to meet the delivery and/or performance schedule set forth in this contract. Such notice may be provided verbally to the COR and contracting officer, then followed-up in writing within two business days after the verbal notice. The notification shall fully describe the cause for delay, the expected date of delivery and/or performance, and any remedies the contractor proposes to mitigate the delay. This notification does not relieve the contractor of its obligation to meet the delivery and/or performance requirements of this contract nor should this notification be construed as a waiver by the House of any delivery schedule or date, performance requirements, or any rights or remedies provided under this contract.

G.4 HC.7.009 KEY PERSONNEL FEBRUARY 2005

a. The contractor shall assign key personnel by name and title. The contractor represents that the following individual(s) are key personnel who will provide the services to the House in connection with this contract.

b. For each person, provide the following information: individual's name, title, telephone number, and e-mail address.

c. Except as provided herein, the contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment or requested by the CO. Contractor personnel assigned to this contract as key personnel are subject to approval of the CO. The contractor must notify the CO of changes to key personnel 30 calendar days prior to removal from the contract. Replacement personnel must be accepted in writing by the CO. The CO may require substitution of key personnel from contractor, and may require additional personnel to be added to the project. Proposed substitutes to key personnel must have

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 13 of 27
---------------------	------------------------------------	--	---------------

qualifications equal to or better than those approved at the award stage. The CO will notify the contractor, after receipt of all required information (including resumes of substitutes), of the decision on substitutions within 10 business days.

G.5 HC.7.010 POST AWARD CONFERENCE FEBRUARY 2005

A post award conference will be held with the contractor to review contract administration issues, unless the House and the contractor determine that such a conference is not necessary.

G.6 HC.7.006 CONTRACT STATUS AND REVIEW MEETING FEBRUARY 2005

The COR, CA, and authorized contractor representative(s) shall meet at least quarterly or more frequently as determined by the COR. The purpose of the meeting is to review the status reports, performance results, current/outstanding issues, and provide to the contractor any House-related informational materials. The goal is to keep track of performance, head-off any potential problems, resolve issues, and maintain a smoothly operating contract.

G.7 HC.7.011 PROGRESSIVE STEPS TO ENSURE SATISFACTORY CONTRACT PERFORMANCE FEBRUARY 2005

a. The Contractor shall bring all performance issues to the immediate attention of the COR. Likewise, the COR shall bring all real or apparent performance issues to the immediate attention of the Contractor. These issues will be documented and quickly resolved to the mutual satisfaction of both parties, provided such resolution is within the authority of the COR and in accordance with the terms and conditions of the contract.

b. If an issue cannot be resolved between the Contractor and the COR, or resolution would require a modification to the contract, the COR will immediately notify the CA and the CO by e-mail. The CA in conjunction with the COR, Contractor, and as may be required other subject matter experts, will attempt to resolve performance issues to the mutual satisfaction of both parties. If a modification to the contract is required the CA will make a recommendation to the CO and if approved prepare the modification and obtain all necessary approvals and signatures.

c. Issues that cannot be resolved by the CA will be brought to the attention of the CO who may pursue any of the remedies provided for under this contract up to and including termination.

G.8 HC.7.005 PERFORMANCE MEASUREMENTS FEBRUARY 2005

a. The contractor shall provide performance summary reports acceptable in content and format to the contracting officer's representative (COR). The reports shall be submitted by the 15th business day of each month and pertain to services provided the previous month. Upon request, the contractor shall deliver supporting details of the summary information to the COR within ten calendar days. Failure to submit an acceptable performance report may subject the contractor to penalties for non-performance and/or jeopardize renewal of this contract.

b. The contractor shall be assessed on a periodic basis through use of Vendor Performance Evaluations (VPEs). These VPEs shall be prepared by the COR at least once per year though they may be conducted more frequently at the discretion of the House. Any negative evaluations shall be provided to the contractor for comment and remediation.

G.9 HC.7.002 MODIFICATIONS FEBRUARY 2005

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 14 of 27
---------------------	------------------------------------	--	---------------

Administrative changes, e.g. address corrections, are approved by the CO. All other changes which change the scope of this contract, including additions or deletions, must be prepared in writing as formal modifications signed by both parties.

G.10 HC.7.025 RELEASE OF CLAIMS

FEBRUARY 2005

After completion of work, and prior to final payment, the contractor shall furnish to the CO, a release of claims against the United States arising out of the contract, other than claims specifically excepted from the operation of the release.

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 15 of 27
---------------------	------------------------------------	--	---------------

SECTION H -- SPECIAL CONTRACT REQUIREMENTS

H.1 HC.8.001 INSURANCE

MAY 2001

The contractor shall carry and maintain, during the entire period of performance under this contract, the following:

- a. Workers' compensation and employee's liability insurance: minimum \$100,000 per incident.
- b. Comprehensive general liability: minimum of \$1 million bodily injury per occurrence.
- c. Other insurance as directed by the Contracting Officer.

H.2 HC.8.002 IDENTIFICATION BADGES

FEBRUARY 2006

New contractor employees shall obtain a House identification/access pass issued by the House Sergeant at Arms before the employee enters on duty, if unescorted access is required outside of normal public building visiting hours. Public building visitor hours are Monday to Friday 7am to 7pm, and Saturday 7am to 1pm. House identification badges will not be issued to a contractor employee unless the Capitol Police forms for a background check are submitted in accordance with Clause HC.8.003 of this contract.

The contractor shall ensure that the employee surrenders the House identification/access card upon termination of employment or performance is no longer required under this contract. House identification/access cards shall be surrendered to the COR and reconciled within two business days following an employee termination or service release under this contract. A penalty in the form of damages shall be levied for failure to return House identification/access cards in the amount of \$100 a month for each House identification/access card that is not returned to the COR within two business days following an employees termination or employee service no longer required under this contract. The damage amount will be prorated in the month of termination or release from service to the date the House identification/access card was to be returned to the COR and reconciled.

Final payment will not be made under this contract until all House identification/access cards that were issued under this contract have been returned, and a release provided to the contractor signed by the COR. If the contract is a concessionaire type contract, contractor equipment and supplies shall not be removed from House property until all House identification/access cards have been returned and a release provided to the contractor signed by the COR.

H.3 HC.8.003 PROSPECTIVE EMPLOYEE BACKGROUND CHECK

FEBRUARY 2006

a. The U.S. Capitol Police will screen all contractor employees working on this contract who have access to House facilities or information in the performance of Contract work. The COR will provide the Contractor with Capitol Police forms (CP-491 or equal) to be filled out and returned for each employee the contractor will have working in any capacity on the contract. Forms for each employee working on this contract shall be submitted prior to the commencement of work.

b. The employee shall be fingerprinted by the Capitol Police prior to working on the contract and a check made of criminal history records. If the Capitol Police, after having processed the forms, determine at any time that the employee is unsuitable or unfit for assigned duties, they will notify the CAO Human Resources, Director of Administration who will notify the COR and CO. The COR will then direct the contractor to immediately remove that employee from any work under this contract.

c. All contractor employees working on this contract with access to House facilities or information are required to be cleared by the Capitol Police, at a minimum of every three years. However, further background checks may be conducted at any time as is warranted.

H.4 HC.8.005 BENEFITS TO MEMBERS OF CONGRESS

MAY 2001

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 16 of 27
---------------------	------------------------------------	--	---------------

No Member, Delegate, Resident Commissioner, Officer of the House or Procurement Officer shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

H.5 HC.8.006 NEWS RELEASES

MAY 2001

No news releases, press conferences or advertisements pertaining to this contract will be made without prior written approval of the CO.

H.6 SPECIAL CONTRACT REQUIREMENTS

(Sections H.6 through H.21 follow)

H.6 GREEN THE CAPITOL

All contractors are encouraged to operate in an environmentally friendly manner. All services, products, and equipment must adhere to the Speaker's Green the Capitol Initiative. Please refer to the Final Report Green the Capitol Initiative available at <http://cao.house.gov/greenthecapitol>. A copy will be provided upon request. Products purchased by contractors for use on House Campus must be "environmentally preferable products" (see Section H.8). In addition, contractors shall ensure energy efficiency in energy-consuming products (see Section H.7).

H.7 ENERGY EFFICIENCY IN ENERGY-CONSUMING PRODUCTS

An Energy-efficient product means a product that meets Department of Energy and Environmental Protection Agency criteria for use of the Energy Star trademark label; or is in the upper 25 percent of efficiency for all similar products as designated by the Department of Energy's Federal Energy Management Program (FEMP). The contractor must ensure that energy-consuming products are energy efficient products (i.e., ENERGY STAR® products or FEMP-designated products) at the time of contract award, for products that are delivered, acquired by the contractor for use in performing services on the House Campus, or furnished by the contractor for use at the House, and this requirement applies to the contractor (including any subcontractor) unless the energy-consuming product is not listed in the ENERGY STAR® Program or FEMP, or otherwise approved in writing in advance by the Contracting Officer. Information about these products is available for ENERGY STAR® at <http://www.energystar.gov/products>, and FEMP at http://www.eere.energy.gov/femp/procurement/eep_requirements.html.

H.8 ENVIRONMENTALLY PREFERABLE

Environmentally preferable means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

H.9 CHANGES TO CORE HOURS

The Contractor may operate under reduced hours when the House is not in session that week, subject to prior notification to the Contracting Officer's Representative (COR). The House is rarely in session on a Saturday, Sunday, or holidays, and there is no expectation for grooming operations on those days. Any request to change the agreed upon operating hours on a permanent basis must be submitted in writing to the CO for approval.

H.10 CURRENT PERSONNEL

The contractor agrees to permit employees currently staffing these facilities to be interviewed for, and be considered for, employment with respect to the contract resulting from the issuance of this RFP.

H. 11 TRAINING

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 17 of 27
---------------------	------------------------------------	--	---------------

The contractor shall allow their staff to attend various House training and refresher programs as required. Such training shall cover evacuation procedures, House new employee orientation, etc.

H.12 HOUSE-OWNED EQUIPMENT

The repair of House-owned equipment will be the responsibility of the House until the equipment has reached the end of its' useful life. Replacement-in-kind will be the responsibility of the House. It is the responsibility of the contractor to notify the Contracting Officer's Representative (COR) if any House furnished items are in need of repair. The COR shall notify the appropriate House entity to arrange for repair. The contractor shall be responsible for the daily operation and cleaning of the House furnished items as well as equipment furnished by the Contractor.

H.13 MARKETING AND SALES

The House desires a Contractor who aggressively markets its products and services to Members and staff. The Contractor shall provide a marketing plan that addresses the House demographics to build a recurring clientele for its services and retail sales of grooming products. The House Inside Mail system may be used to distribute promotional flyers to House offices. Contractors may also use the House listserv process to create and maintain customer email distribution lists to aid in marketing.

H.14 QUALITY ASSURANCE PLAN

The plan should outline procedures to be used to monitor quality, identify deficiencies and corrective actions, and describe a minimum standard of customer service.

H.15 SANITATION

The Contractor is responsible for the daily sanitation of the facility in compliance with the Sanitation Standards as provided by the Office of the Attending Physician, Environmental Health Division. A copy will be provided upon request. The Contractor shall use environmentally preferable cleaning supplies as outlined in the Final Report Green the Capitol Initiative. The House Building Superintendent is responsible for nightly vacuuming of the rugs, removal of trash, and a periodic stripping and waxing of tiled flooring.

H.16 PAYMENT OF MONTHLY FEE TO HOUSE

The Contractor shall send the monthly fee to CAO Administrative and Financial Services, Accounting Department, 336 Ford House Office Building, Washington, D.C. 20515. The monthly payment will be made by check or money order made payable to the U.S. Treasury. Payments must clearly reference the contract. Fee payment should be received no later than the 15th business day of each month. The Contractor will certify that the payment is accurate.

H.17 SALES REPORT

The Contractor shall propose a format and timeline for a monthly sales report and submit it with the offer. The sales report will be approved by the COR prior to implementation. The report shall include at a minimum a breakdown of services rendered, products sold, and customer count by unit and is to be emailed monthly to the CA and COR.

H.18 PRICE CHANGES FOR SERVICES AND RETAIL ITEMS

Requests for price increases will be considered on a semi-annual basis by the CO. Before implementing any price changes, Contractor agrees to give the CO written notice containing the old prices and new prices together with the rationale for the changes. If requested by the CO, Contractor agrees to meet with the CO to discuss the changes.

H.19 TELEPHONES

Telephone service with a House office complex number may be obtained by the contractor through the CAO Office of Telecommunications for a fixed monthly charge for each instrument and telephone line. Usage charges will be billed monthly at the same time. Initial installation of each instrument will be charged separately. The contractor shall make payment to the CAO Office of Telecommunications.

H.20 PENALTY

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 18 of 27
---------------------	------------------------------------	--	---------------

The contractor should propose a penalty assessment for late opening and early closure for which the reason is not beyond the control of the contractor. Such a penalty may be assessed should a pattern for late openings or early closures exist.

H.21 RENOVATION, REMODELING, AND CAPITAL INVESTMENTS

.1 Space and Renovations

(1) Plans of any proposed changes or upgrades with milestone timelines shall be submitted with the proposal. These plans would be finalized immediately post award and approved by the Contracting Officer (CO) prior to any construction or refurbishment. All costs would be borne by the Contractor and must be reported to the CO prior to construction. The Contractor may propose several levels of renovation with separate commensurate pricing structures for services in keeping with the level of effort in the several levels of modifications proposed. If, for the convenience of the House, it becomes necessary for the House to change the location of any facilities within the House Office complex, the House will pay for remodeling the new facility and will move, or pay for moving, the contractor's movable inventory, counters, and improvements, whichever is most advantageous to the House.

.2 Capital Investment

(1) The Contractor is making an investment in Equipment, small wares and other improvements (collectively, the "Investment"). All of the Investment is subject to buyback.

(2) The House will provide all the facilities listed in the solicitation in "as-is" condition at the commencement of this Contract. The Contractor agrees to accept these facilities in the "as-is" condition for performance of this Contract.

(3) Contractor may propose making a capital investment in physical, permanent improvements in one or more of the facilities. All such physical changes, improvements and furniture, fixtures and equipment (FF&E), when completed, become the property of the House.

(4) Capital investments by the Contractor will be approved in advance by the House and amortized straight-line, noninterest bearing basis over a period not to exceed seven years and in accordance with industry standard accounting practices. A shorter or longer amortization period, depending on the total dollar amount of the Contractor's capital investment, may be proposed by the Contractor and will be considered by the House, in accordance with Internal Revenue Service regulations and General Accepted Accounting Principles (GAAP).

(5) In the event of Contract termination by the House for other than a material breach of the Contract by Contractor, the House or successor Contractor will reimburse Contractor the unamortized capital cost for the capitalized investment. Upon receipt of reimbursement, the Contractor shall convey clear title to the capitalized equipment to the House or successor Contractor.

(6) If the House terminates the Contract for a material breach of the Contract by Contractor, the House or the successor Contractor shall have the option to provide a reimbursement or "buy-back" of the capitalized equipment. The House or successor Contractor shall have no obligation to provide reimbursement or "buy-back" of the capitalized equipment.

(7) The reimbursement or "buy-back" of unamortized capital equipment would not include any Furniture, Fixtures and Equipment (FF&E) that is proprietary to the Contractor, such as trade dress, logo, etc., and is Contractor-specific and not transferable to another Contractor. These items must be clearly identified in Contractor's proposal.

(8) The House reserves the right at any time during the term of the contract to pay off the unamortized portion of Contractor's capital equipment, if any, with no interest or penalties.

.2 Contractor Exclusive Investment

The Contractor will be responsible for paying for the following investment items. The investment dollars in (2) and (3) below would not be subject to amortization and buy-back in the case of contract termination under any circumstances.

(1) Contractor pre-opening and start-up costs and expenses including any corporate overhead, staff or related charges if applicable to the Contractor.

(2) Consumable chemical supplies such as shampoo, dyes, oils, tonics, polishes, etc. used in providing grooming services.

(3) Change and petty cash funds

(4) Loose Equipment

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 19 of 27
---------------------	------------------------------------	--	---------------

SECTION I -- CONTRACT CLAUSES

I.1 HC.9.012 TERMINATION

JUNE 2002

Relative to termination of this contract, it is mutually agreed:

(1) Cure Notice Process

If Contractor shall default in the performance of this Contract for a period of seven (7) days, if a payment default, or thirty (30) days, for a default other than payment, then after written notice by the House, or if the default be other than the payment of money and be of such nature that it cannot be cured within such thirty (30) day period, and if the Contractor shall not thereafter have proceeded to remedy such default, the House may terminate this Contract by giving the Contractor written notice of such termination.

(2) For Default

The CO may terminate this contract at any time, in whole or in part, in the event of breach by the Contractor. The House reserves the right to cancel all or any part of the undelivered portion of this contract, without liability, in addition to the House's other rights and remedies, if Contractor breaches any of the terms and conditions herein. Waiver by either party of any default by the other hereunder shall not be deemed a waiver by such party of any other, subsequent default.

(3) For Convenience

The House has the right to terminate this order in whole or in part at any time with 60 days written notice to the Contractor.

(4) If this Contract is terminated, the rights, duties and obligations of the parties, including compensation to the Contractor, shall be in accordance with this Contract and in effect on the date of the Contract. Contractor may claim only properly supported out-of-pocket costs plus a reasonable amount of demonstrable related charges for the work already performed, all to be determined in accordance with generally accepted accounting procedures. For specially prepared products, unique to the House's order, any partially completed work or raw materials whose full costs are included in the termination charges shall be identified in writing and held by Contractor for disposition in accordance with the House's written instructions.

(5) Upon termination (including expiration) the Contractor shall:

(a) Surrender all employee identification cards, decals, keys, etc. issued by the House, for all Contractor representatives and employees on the effective date to COR.

(b) Complete satisfactory settlement of all customer complaints and claims.

(c) Comply with House requirements designed to ensure a smooth transition to any successor Contractor, at a minimum 120 days, phase-out, phase-in.

(d) Yield up the premises and all House-furnished property, clean and in as good order and condition as when received, damages due to acts of God or the House and ordinary wear and tear excepted, on the effective date.

(e) Promptly remove all Contractor-owned equipment and fixtures, tools and supplies. Upon failure to remove Contractor's property, the CO may order contractor's property to be removed and at contractor's expense. If the contractor fails to act, this contract authorizes the CO to take possession of contractor's property and dispose of same by public or private sale without notice and out of the proceeds of sale, satisfy all costs and indebtedness to the House.

I.2 HC.9.003 DISPUTES

MAY 2001

Any dispute shall be decided by the CO, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the contractor. Within thirty (30) calendar days from the receipt of such copy, the contractor may appeal in writing by mail to the CAO. The CAO's decision shall be final. The contractor may appeal the CAO's decision to the Committee on House Administration only for violations by the CAO for failure in following procedural guidelines within 10 calendar days of the CAO final decision. If no such appeal is taken, the decision of the CO shall be final and conclusive. In connection with any proceeding under this clause, the

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 20 of 27
---------------------	------------------------------------	--	---------------

contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute, the contractor shall proceed diligently with the performance of the contract and in accordance with the CO's decision.

**I.3 HC.9.001 AUTHORIZED CHANGES ONLY BY THE CONTRACTING MAY 2001
OFFICER**

a. Except as specified in paragraph (b) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change under this contract.

b. The contractor shall not comply with any order, direction or request of House personnel, unless issued in writing and signed by the CO, subject to the policy direction and oversight of the Committee on House Administration, or made pursuant to specific authority otherwise included in this contract.

c. The CO is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, said authority remains solely with the CO. In the event the contractor effects any change(s) at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof.

I.4 HC.9.015 HOUSE RULES MAY 2002

This contract shall be governed in accordance with House Rules and regulations and all applicable statutes regarding performance and any dispute arising therefrom.

I.5 HC.9.002 OBSERVANCE OF LAWS MAY 2001

a. In connection with the performance of work under this contract, the contractor agrees not to discriminate on the basis of race, religion, color, sex, national origin or disability.

b. The contractor shall comply with all applicable laws of the United States with respect to the conduct of its employees and operations.

I.6 HC.9.007 ORDER OF PRECEDENCE MARCH 2002

In the event of an inconsistency between provisions of this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) contract statement of work; (b) other provisions of this contract, whether incorporated by reference or otherwise.

I.7 HC.9.006 RELEASE OF CLAIMS MAY 2001

After completion of work, and prior to final payment, the contractor shall furnish to the CO, a release of claims against the United States arising out of the contract, other than claims specifically excepted from the operation of the release.

I.8 HC.9.019 BUY AMERICAN MARCH 2003

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 21 of 27
---------------------	------------------------------------	--	---------------

Unless otherwise specified, items are to be of the growth and manufacture of the United States, provided such items are upon as good of terms regarding quality and price as like items of foreign growth and manufacture. An item shall be deemed to be manufactured in the United States if more than fifty (50%) percent of the cost of its components are of the growth and manufacture of the United States.

(a) Definitions. As used in this clause--

"Component" means an article, material, or supply incorporated directly into an end product.

"Cost of components" means--

(1) For components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or

(2) For components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the end product.

"Domestic end product" means--

(1) An unmanufactured end product mined or produced in the United States; or

(2) An end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced, or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.

"End product" means those articles, materials, and supplies to be acquired under the contract for House use.

"Foreign end product" means an end product other than a domestic end product.

(b) The Contractor shall deliver only domestic end products except to the extent that it specified delivery of foreign end products in the provision of the solicitation entitled "Buy American Act Certification."

I.9 BUY AMERICAN ACT CERTIFICATION

(a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause HC.9.019 of this solicitation entitled "Buy American Act."

(b) Foreign End Products:

End Product: [List as necessary]

Country of Origin: [List as necessary]

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 22 of 27
---------------------	------------------------------------	--	---------------

SECTION J -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

J.1 LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

List of Attachments:

Attachment J.1 - Schedule of Monthly Fee
Attachment J.2 - Legislative Calendar 2007-2008
Attachment J.3 - Facility Space/Map
Attachment J.4 - Historical Sales
Attachment J.5 - List of Equipment

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 23 of 27
---------------------	------------------------------------	--	---------------

SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 HC.11.001 GENERAL REQUIREMENTS

JULY 2001

Offerors shall be individuals, partnerships, or corporations regularly engaged in the business covered by the specifications and possessed of satisfactory financial resources and technical ability, and of equipment and organization to insure satisfactory completion of the contract, and who have established a satisfactory record in the past. Offerors shall, if requested by the CO, furnish promptly any information, which the CO may consider necessary to establish their competency for the work.

The offeror certifies by submission of this proposal and resultant contract that the offeror has not publicly or privately colluded with any other offeror to fix prices or conditions of this contract.

K.2 HC.11.004 COMPANY BACKGROUND

JULY 2001

All offerors will be required to submit proposals to include the following information concerning the company background:

- a. Legal name of the company.
- b. Mission statement to include the scope of quality service, customer care and philosophy in dealing with the House as a potential client.
- c. Substance abuse policy and/or drug free work place policy and procedures, if applicable.
- d. Equal opportunity policy and compliance with House standards.
- e. Current staffing document.
- f. Disclose any lawsuits in which the Company is a named defendant within the last five (5) years and status of each such case.

K.3 HC.11.009 PERIOD FOR ACCEPTANCE OF PROPOSAL

JULY 2001

In the event the offeror receives award of this contract, the award shall be based on the prices set forth in the offeror's proposal provided that the House makes the award of the contract within _____ calendar days after receipt of the offer.

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 24 of 27
---------------------	------------------------------------	--	---------------

SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 HC.12.002 CONTENT OF PROPOSALS

OCTOBER 2001

Each proposal shall be sufficiently complete and organized to ensure that evaluation can be made on the basis of its content. It is important that the proposal be organized as specified since the score sheet used during the evaluation will parallel the order specified in the solicitation. Offerors are reminded to avoid excessively lengthy or overly extravagant proposals. Proposals that do not address all of the elements and requirements, in the order contained herein, shall be disqualified from further consideration.

Administrative and Price Proposal. Part I shall be divided into the following distinct and marked parts:

- (1) "Section A of RFP." The offeror shall insert Section A of this solicitation with all required/applicable blocks completed.
- (2) "Section B Price Schedules." Offeror shall complete Section B and provide a proposed price which will address all requirements as well as others the offeror may wish to offer
- (3) "Section G Contract Administration". Offeror shall complete the required sections of Section G.
- (4) Section K-Representations, Certifications, And Statements of Offerors." Offeror shall complete the required clauses of Section K.
- (5) Provide resumes of all prospective professional staff or the descriptions and qualifications of anticipated positions.
- (6) Offeror shall describe the overall approach to providing services in accordance with specifications herein.

L.2 HC.12.003 SUBMISSIONS

MARCH 2004

Proposals are due by 2:00 p.m. Monday, March 2, 2009. Offerors shall submit one (1) original copy to CAO Procurement Management, 327 Ford House Office Building, Washington, D.C. 20515, and one electronic version in MS Word or PDF format of the proposal prepared in such format and detail as to enable the House to make a thorough evaluation thereof, and to arrive at a sound determination as to whether or not the offeror can meet the House's requirements. The Proposal package shall clearly identify firm name and address and solicitation number. The electronic version shall be emailed to Christine.stewart@mail.house.gov with a copy to Lawrence.toperoff@mail.house.gov. The subject line of the email message shall be Salon and Barber Services RFP. No hand carried proposals will be accepted and facsimile proposals will NOT be accepted.

Questions concerning this RFP must be submitted in writing via email to Christine.stewart@mail.house.gov and the deadline for receipt of all questions is 2:00 p.m. Thursday, February 12, 2009. Questions and answers will be published in an amendment to the solicitation.

L.3 HC.12.006 LATE SUBMISSIONS AND REVISION OF PROPOSALS

JULY 2001

(1) Any proposal or revision to a proposal received by the CO after the exact time specified for receipt will not be considered, unless it is considered to be in the best interest of the House by the CO or is received before award is made, and it:

- (a) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must be mailed by the 15th), or
- (b) Was sent by mail and it is determined by the House that the late receipt was due solely to mishandling by the House, or
- (c) Was sent by the U.S. Postal Service Express Mail Next Day Service - Post Office to addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. federal holidays, or

(2) A revision resulting from the CO's request for "best and final" offer received after the time and date specified in the request will not be considered, unless received before the award and late receipt is due solely to mishandling by the House.

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 25 of 27
---------------------	------------------------------------	--	---------------

(3) The only acceptable evidence to establish the date of mailing of a late proposal or revision sent by either the U.S. Postal Service Registered or Certified Mail is the U.S. postmark both on the envelope or wrapper and on the original receipt from the U.S. Postal Service.

(4) The only acceptable evidence to establish the time of receipt by the CAO is the time/date stamp on the proposal wrapper or other documentary evidence of receipt maintained by the CAO.

(5) The only acceptable evidence to establish the date of mailing of late offer, revision, or withdrawal sent by Express Mail Next Day Service - Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service - Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service.

(6) Proposals may be withdrawn by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals." Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 26 of 27
---------------------	------------------------------------	--	---------------

SECTION M -- EVALUATION FACTORS FOR AWARD

M.1 HC.13.001 EVALUATION FACTORS FOR AWARD

JULY 2001

The House intends to award this contract to the offeror whose proposal best meets the requirements as stated in the RFP. This will be based on an integrated assessment of the evaluation factors described below. All evaluation factors are considered equal in importance.

Evaluation Criteria

The criteria that will be used in the evaluation of each offeror's proposal will include management approach, past performance, and pricing; each are equally weighted. Details on the each criterion follow:

Technical / Management Approach

The offeror shall describe the overall approach to providing services in accordance with specifications herein. The proposal should discuss planned approaches to meet the requirements called for in the statement of objectives and other opportunities for the offeror and the CAO to work as partners in improving the House environment.

The offeror shall provide résumés of all prospective professional staff or the descriptions and qualifications of anticipated positions. Staff capabilities will be evaluated based on occupational experience and experience servicing customers in their occupation.

Note: Offerors whose services or products are misrepresented during the solicitation phase, who are subsequently awarded a contract, will be subject to the penalty provisions of the contract.

The following points comprise the evaluations of this criterion and are equally weighted.

- Overall Approach
- Organizational Structure
- Facility Renovations Plans
- Service Offerings
- Staffing Plan (Qualifications, Scheduling, Number and Type of Staff, Benefits)
- Operating Hours (Alignment to House floor proceedings)
- Marketing Plan
- Penalty Fee

Past Performance

- a. Provide your current and one or more past lessees, if applicable, in performing this service or services similar in scope; include contact names, phone numbers and effective dates.
- b. Provide a general description of your company and its structure, including overall capabilities.

Price

Flat Monthly Fee

- Monthly Fee with minor or no renovations
- Monthly Fee with moderate renovations
- Monthly Fee with full renovation

Cost of Services

Proposed pricing will be evaluated not only to determine if the price is reasonable, realistic, and affordable, but also to determine the offeror's understanding of the requirements. Offeror may elect to propose several pricing schedules in keeping with the level of facility renovations.

M.2 HC.13.002 CONTRACT AWARD

JULY 2001

Solicitation	Document No. OPR08000081	Document Title Salon and Barber Services	Page 27 of 27
---------------------	------------------------------------	--	---------------

a. The House intends to award a single contract resulting from this solicitation to the responsible offeror whose offer best conforms to this solicitation, taking into account the factors contained in M.1 "Evaluation Factors for Award".

b. The House may:

- (1) reject any or all offers, if such action is in its interest,
- (2) waive informalities and minor irregularities in offers received.

c. The House intends to evaluate proposals and to award without discussion. Therefore, each initial offer should contain the offeror's best terms. However, the CO reserves the right to conduct discussions if they are later determined to be necessary.

During the evaluation process, the House reserves the right to request oral presentations.

Attachment J.1 Schedule of Monthly Fee

Salon and Barber Shop

Base Period - 3 years	\$ -
Option 1 - 2 years	\$ -
Option 2 - 2 years	\$ -
Option 3 - 2 years	\$ -

Legislative Floor Activity

Dates and Hours the House is in Session

Day of Month	October-07			November-07			December-07			January-08			February-08			March-08			April-08		
	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.
1	Mo	12:30	22:40	Th	10:00	17:41							Fr	Demo Retreat					Tu	10:30	19:18
2	Tu	9:00	23:20																We	10:00	20:31
3	We	10:04	21:20							Th	Pro Forma					Mo	Pro Forma		Th	10:00	15:36
4	Th	10:00	17:43													Tu	12:30	21:04	Fr	Pro Forma	
5	Fr	Pro Forma		Mo	12:30	23:33	We	10:00	23:53							We	10:00	23:44			
6				Tu	9:00	23:05	Th	10:00	18:10				We	14:00	22:45	Th	10:00	17:39			
7				We	10:00	23:18							Th	10:00	22:20						
8	Mo	Columbus Day		Th	10:00	23:56							Fr	Pro Forma					Tu	12:30	21:45
9	Tu	12:30	22:15	Fr	9:00	16:01													We	10:00	22:50
10	We	10:00	21:31				Mo	Pro Forma								Mo	12:30	21:11	Th	10:00	18:31
11				Su	Veteran's Day		Tu	10:30	23:42							Tu	10:30	22:44			
12	Fr	Pro Forma					We	10:00	22:53							We	10:00	22:18			
13				Tu	10:30	22:57	Th	10:00	17:18				Tu	12:30	21:36	Th	10:30	23:09			
14				We	10:00	23:59							We	10:00	21:00	Fr	10:00	15:35	Mo	12:30	21:48
15	Mo	12:30	21:01	Th	9:00	23:40				Tu	12:00	22:05	Fr	10:00	10:25				Tu	10:00	23:25
16	Tu	9:00	22:14				Mo	10:30	23:56	We	10:00	21:16				Mo	DWP		We	10:00	21:19
17	We	10:00	22:48				Tu	9:00	22:50	Th	10:00	16:20				Tu	DWP		Th	8:30	16:54
18	Th	10:00	16:25				We	10:00	19:36	Fr	Pro Forma		Mo	Washington Birthday		We	DWP		Fr	Pro Forma	
19							Th	Adjournment					Tu	DWP		Th	DWP				
20										Mo	ML King Day		We	DWP		Fr	Good Friday				
21				Th	Thanksgiving					Tu	12:30	21:15	Fr	DWP					Tu	12:30	21:58
22	Mo	12:30	22:43							We	10:03	18:28				Mo	DWP		We	10:00	23:59
23	Tu	9:00	21:43							Th	Repub Retreat					Tu	DWP		Th	10:00	18:21
24	We	10:00	23:54							Fr	Repub Retreat		Mo	16:00	20:55	Mo	DWP		Fr	Pro Forma	
25	Th	10:00	18:39										We	DWP		We	DWP				
26										Sa	Repub Retreat		Tu	10:30	17:57	Th	DWP				
27										Mo	14:00	22:14	We	10:00	19:36	Th	DWP				
28										Tu	10:30	20:20	Th	10:00	13:30	Fr	DWP				
29	Mo	12:30	21:43							We	Demo Retreat								Tu	12:30	22:24
30	Tu	9:00	21:14							Th	Demo Retreat					Mo	14:00	21:40	We	10:00	22:25
31	We	10:00	22:12																		
Average		10:30 AM	9:22 PM		10:00 AM	10:01 PM		10:26 AM	9:38 PM		11:17 AM	8:16 PM		11:18 AM	6:49 PM		11:06 AM	9:00 PM		10:36 AM	8:16 PM
Median		10:30 AM	9:43 PM		10:00 AM	11:18 PM		10:00 AM	10:50 PM		10:30 AM	9:15 PM		10:00 AM	8:15 PM		10:30 AM	9:40 PM		10:00 AM	9:46 PM

Day of Month	May-08			June-08			July-08			August-08			September-08			October-08		
	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.
1	Th	10:00	18:46				Tu	DWP		Fr	9:00	11:23	Mo	Labor Day				
2							We	DWP					Tu	DWP		Th	12:00	20:20
3							Th	DWP					We	DWP		Fr	9:00	15:29
4							Fr	Independence Day		Mo	DWP		Th	DWP				
5	Mo	12:30	19:45	Th	9:30	19:23				Tu	DWP		Fr	DWP				
6	Tu	10:30	20:08							We	DWP					Mo	Adjournment	
7	We	10:00	23:24							Th	DWP							
8	Th	10:00	21:28				Tu	14:00	22:45	Fr	DWP		Mo	14:00	22:32			
9				Mo	12:30	23:55	We	10:00	22:50				Tu	10:30	22:01			
10				Tu	9:00	0:08	Th	10:00	19:52				We	10:07	23:35			
11				We	10:04	23:57				Mo	DWP		Th	11:00	16:34			
12	Mo	Pro Forma		Th	10:00	19:23				Tu	DWP							
13	Tu	12:30	22:51	Fr	Pro Forma		Mo	12:30	22:10	We	DWP							
14	We	10:00	23:18				Tu	9:00	22:53	Th	DWP		Mo	12:30	24:01:00			
15	Th	10:00	17:24				We	10:00	23:25				Tu	9:00	24:30:00			
16				Tu	12:30	21:56	Th	10:00	17:30				We	10:00	22:30			
17				We	9:30	22:35				Mo	DWP		Th	10:00	20:53			
18				Th	10:00	23:40				We	DWP							
19	Mo	10:30	18:32	Fr	9:30	15:45				Th	DWP							
20	Tu	9:00	22:48							Tu	DWP							
21	We	10:00	23:56				Mo	Pro Forma		Fr	DWP							
22	Th	10:00	22:35				Tu	12:30	23:00				Mo	10:30	22:18			
23	Fr	Pro Forma		Mo	12:30	21:47	We	10:00	23:05				Tu	9:00	24:16:00			
24				Tu	9:00	22:56	Th	10:00	23:01				We	10:00	22:41			
25				We	10:00	18:58				Mo	DWP		Th	10:00	22:22			
26	Mo	Memorial Day		Th	10:00	21:44				Tu	DWP		Fr	9:00	21:23			
27	Tu	DWP								We	DWP		Sa	10:00	22:29			
28	We	DWP					Mo	Pro Forma		Th	DWP		Su	13:00	25:03:00			
29	Th	DWP					Tu	10:30	23:10	Fr	DWP		Mo	8:00	16:07			
30	Fr	DWP		Mo	DWP		We	10:00	23:15									
31				Th	10:00	1:08												
Average		10:25 AM	9:14 PM		10:32 AM	9:35 PM		10:39 AM	10:28 PM					10:24 AM	10:04 PM		10:30 AM	5:54 PM
Median		10:00 AM	10:01 PM		10:00 AM	9:55 PM		10:00 AM	11:00 PM					10:00 AM	10:29 PM		10:30 AM	5:54 PM

Explanation of Terms

Conv. - Time that the floor session convenes.

Adj. - Time that the floor session adjourns for the day.

Holidays are listed in Red

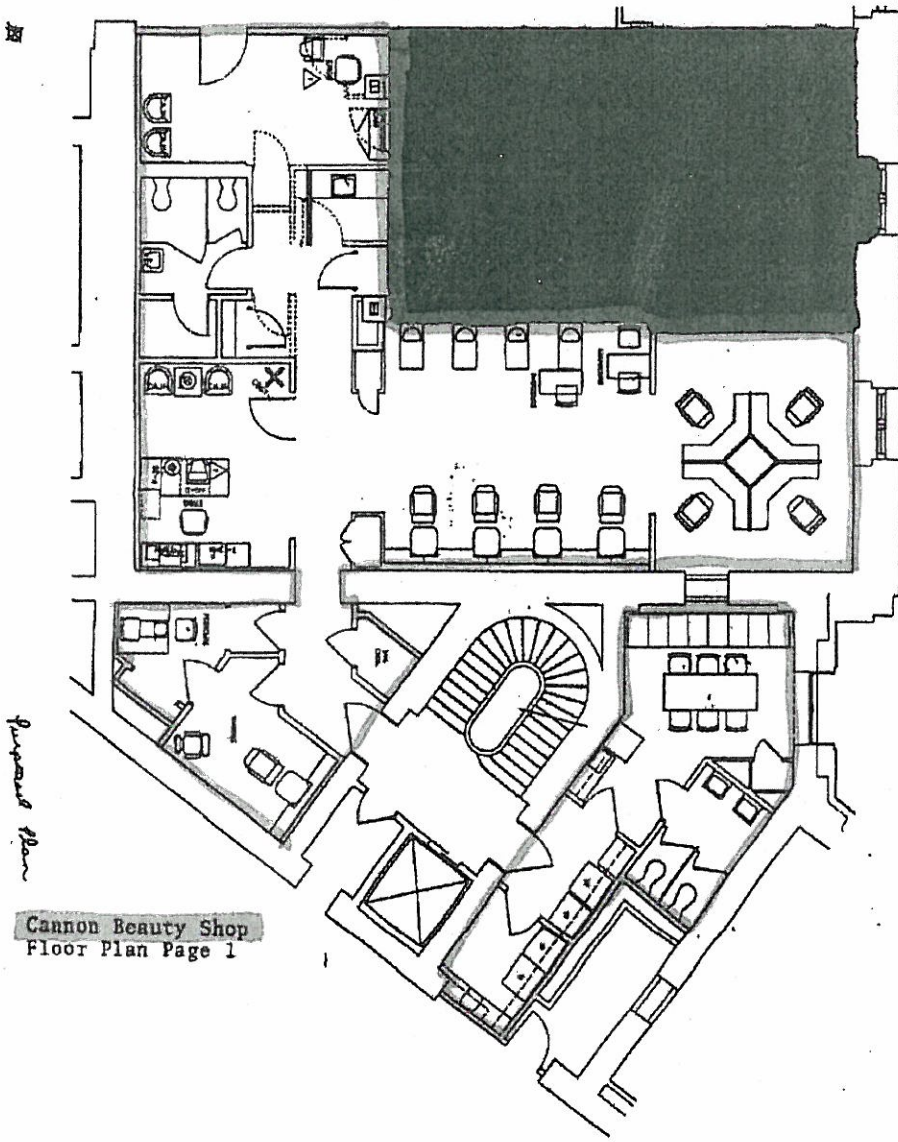
DWP - District Work Period. The House adjourns for one or two weeks and Members and some staff go back to their congressional districts to work with constituents. Most services on campus typically cut back on operational hours to meet reduced staff presence.

Pro Forma - A session of no more than 15 minutes and no business is conducted. Few Members are in Washington, D.C.; staff presence can be reduced.

Adjournment - This is the end of the legislative session for the year. Most Members go back to their congressional districts and staff presence is notably reduced.

J.3 - FLOOR PLANS

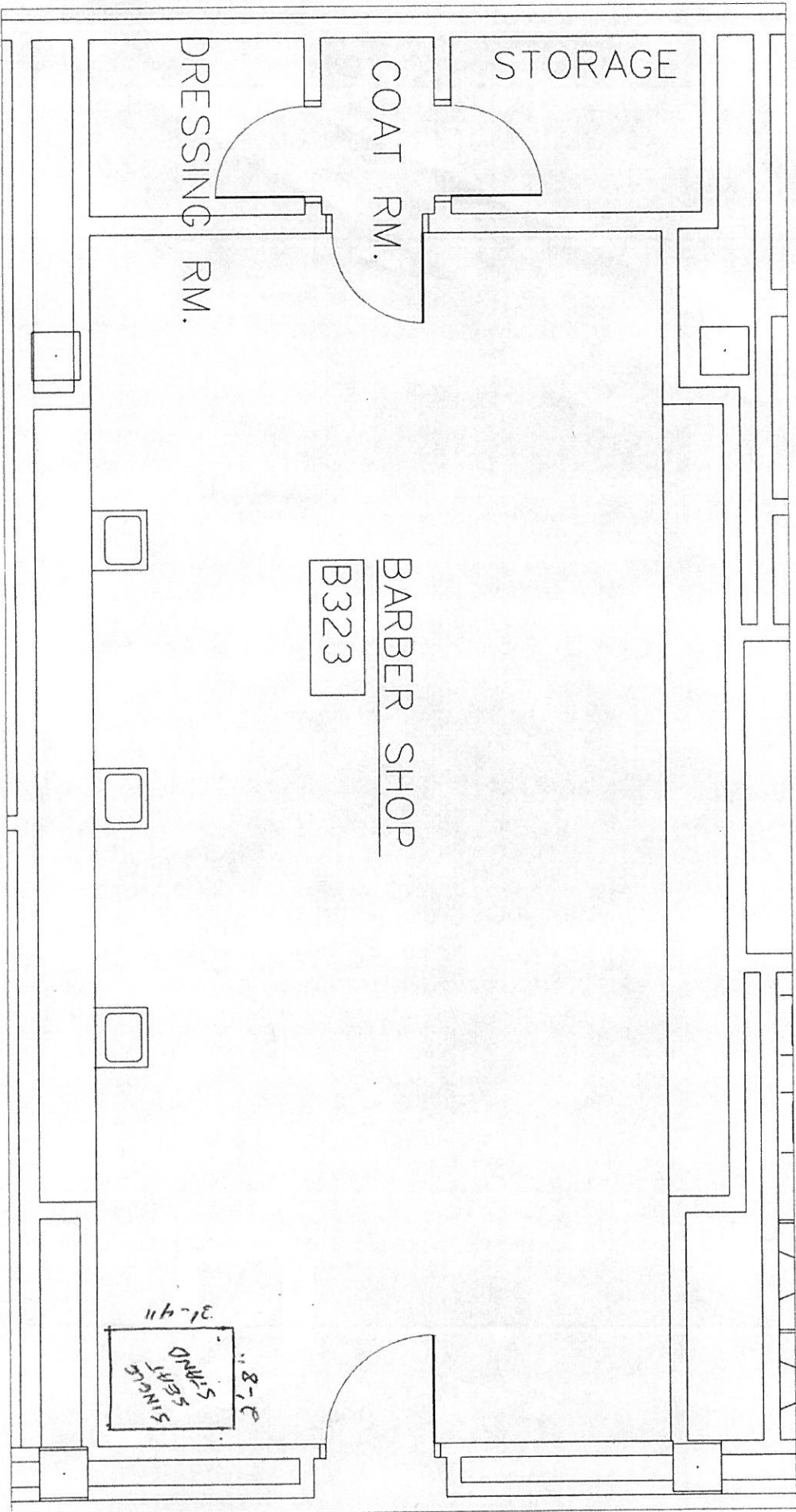
NOTHING BEHIND
DOOR, CASE, OR
CLOSET
AREA



Revised Plan

Cannon Beauty Shop
Floor Plan Page 1

1,915 sq. ft.



BARBER SHOP 1/4" = 1'-0"

Salon & Barber Shop Historical Sales 1995-Present

Attachment J.5

Salon and Barber Shop House Furnished Equipment & Fixtures **Salon-Cannon 139**

Furnishings		
Item	Asset #	Quantity
Table, Glass	238733	1
Table, Glass		1
Table, Wood	231106	1
Table, Wood	327311	1
Table, Wood	263870	1
Table, Wood	217997	1
Chair	228520	1
Chair	228521	1
Chair	228522	1
Chair	228523	1
Chair	388276	1
Chair	532520	1
Chair	339344	1
Desk, Receptionist		1
Desk, Double Pedestal	518569	1
Lamp	228425	1
Lamp	228426	1
Lamp	231105	1
Safe, Combination	231097	1
Bookcase		1
Cabinets, 8' x 3'		5
Wall Mirror		12
Specialty Mirror		1
Filing Cabinet, 2-Drawer	285988	1
Sofa		1
Lockers		16
Office & Retail Equipment		
Item	Asset #	Quantity
Register	Sharp ER-2396S	1
Register	Sharp UP-700	1
Computer	Centrum H01721	1
Monitor & Keyboard	Centrum H01975	1
Printer	HP Laser 4300DTN	1
Fax	Panasonic KX-FHD331	1
Copier	JL-00495	
Calculator	Sharp CS-2164F	

Salon Equipment & Fixtures Continued:		
Miscellaneous		
Item	Asset #	Quantity
Time Clock	Stromberg 6000	1
Microwave	Toshiba	1
Refrigerator	211757	1
Receiver	JVC RX305	1
CD Player	JVC XL-R304	1
TV	Zenith #021-14081176	1
TV	GH2453	1
Dryers	Maytag #238398	2
Washers	Maytag #238399	2
Salon Professional Equipment & Fixtures		
Item	Asset #	Quantity
4-Station Styling Unit		1
Manicure Station		2
Pedicure Station		1
Shampoo & Waxing Sinks		5
Laundry Room Sink		1
Chemical Room Sink		1
Shampoo Chairs		4
Hair Dryer Stations		5
Style Station Chairs		4
Waxing & Facial Lounge Chair		1

Attachment

Salon and Barber Shop
House Furnished Equipment & Fixtures

Barber Shop-Rayburn B323

[illegible]

Barber Shop Equipment & Fixtures Continued.

Office & Retail Equipment

[illegible]